

**FINANCIAL MANAGEMENT**

- I. Cooperative Agreements
  - A. Checklist for Agreement file (see following page)
  - B. Negotiating Agreements
  - C. Monitoring Agreements
  - D. Indirect Costs
  - E. Vendor Express
  - F. APHIS Cooperative Agreement Manual
  - G. Reports and Statistics
- II. General Accounting Procedures
  - A. User Fee Collections
  - B. Smuggled Bird Fees
  - C. APHIS 89's
  - D. Management of Bird Quarantine Facilities
    - 1. Trust Fund Account control
    - 2. Accurate payroll
    - 3. Security
    - 4. Travel expenses for personnel at commercial bird quarantine stations
    - 5. Designated Official Duty Stations for commercial bird quarantine station aides
  - E. Payment of Dues to Professional Organizations
  - F. Awards Ceremony Expenses
- III. WBBS
  - A. Management Review of Work Accomplishments
  - B. Data Source/DataRecording.
- IV. Status of Funds
  - A. Verification of Obligations
  - B. Monthly Status of Funds
  - C. Use of Trend Lines and Analysis Data
  - D. Operating Plans

E. Files of Obligating Documents

F. Allocation of Funds

**V. Travel**

A. Authorizations

B. Vouchers

C. Change of Official Station

D. Travel Procedures/Policies

E. Utilization of On-line Travel

F. Use of POV

G. Travel Advances

H. American Express Card Usage

I. Personal Telephone Calls While in Travel Status

**VI. Indemnity Claims/Payments**

A. Timely Processing

B. Supporting Documentation - Tag & Brand, C&D, etc.

C. Check of Numerical Tags to Avoid Duplicate Payment

D. Procedures on Claims Paid on Consignment to Slaughter

E. Formal Letter from State Veterinarian

F. Transportation Charges

G. Approval Process

**VII. Fee Basis Payments**

A. Duplicate Payments

B. How Are Work Assignments Given?

C. Fee-Basis Veterinarians Doing Program Work in Own Herds?

D. Miscellaneous? Work Assignment and Backlog

E. Fee Basis Agreements

**REFERENCES****Description****I. Cooperative Agreements**

- APHIS Cooperative Agreement Manual
- APHIS Bulletin 93-11
- APHIS Bulletin 93-2
- APHIS Budget and Accounting Manual

**II. General Accounting Manual**

- APHIS Budget and Accounting Manual
- VS Memorandum 533.1

- VS Memorandum 532.1

- VS Memorandum 531.1

- VS Notice 96-8
- PC-TARE User Guide
- VS Memorandum 591.31

- VS Memorandum 510.19

- APHIS Bulletin 92-6

- VS Memo 545.1

*Administrative Procedures for Importations at the Harry S. Truman Animal Import Center*  
*Billing and Collection Procedures Involving Birds Seized by the U.S. Customs Service or the U.S. Wildlife Service and Birds Abandoned by Owners*  
*Trust Fund Agreements (Other than for Commercial Birds Resp & Proc)*  
*Illegally Imported Birds*  
*Time and Attendance Preparation*  
*Security for the Operation of Privately Owned Commercial Bird Quarantine Stations*  
*Official Duty Station for Commercial Bird Quarantine Aides*  
*Payment for Refreshments and Other Expenses Under the Incentive Awards Program*  
*Payment of Dues to Professional Organizations*

**IV. Status of Funds**

- APHIS Budget and Accounting Manual
- VS Memorandum 530.8

*Status of Funds Procedures*

**V. Travel**

- VS Memorandum 512.15
- Federal Travel Regulations

*Travel Procedures*

**VI. Indemnity Claims/Payments**

- 9 CFR, Part 51
- VS Memorandum 551.9
- VS Memorandum 552.32

*Indemnity Claims for Brucellosis Cattle, Bison, and Swine*  
*Indemnity Claims for Tuberculosis*

**VII. Fee Basis Payments**

- VS Memorandum 575.15
- VS Memorandum 534.2

*Fraudulent Blood Surveillance Program*  
*Fee Basis Agreements*